



CTAT Scholarship Trust Committee

ENDOWMENT TRUST DIRECTIVES, as adopted on September 17, 2025

The County Treasurers' Association of Texas (CTAT) Endowment Trust (Trust) was established in 1983 to provide higher education scholarships to children and grandchildren of active CTAT and CTAT Alumni members. The Trust document sets forth the establishment of the Trust and the Trust Directives is the working document which sets forth the guidelines for acceptance of the scholarship applications.

Funding for the scholarships comes from the establishment of the original Trust and on-going donations from members of CTAT either through memorials, fund raising events at the annual education and business conferences, or from friends of CTAT. All usual business transactions and investment of Trust funds will be a responsibility for the CTAT duly elected Treasurer. All funds donated to the Trust must remain with the Trust until such time as the CTAT organization ceases to operate.

CTAT Scholarship Chairperson and Committee responsibilities are as follows:

- CTAT will award scholarships in the amount of \$1,500 to eligible applicants that meet the scholarship application requirements
- The Board of Trustees shall make recommendations to the CTAT Board of Directors as to the number of scholarships granted each year based on the following criteria:
 - Number of scholarship applicants with completed and recommended applications;
 - The committee chairperson will report the balance of the scholarship account at the time of announcing the recommended applications, as of January 1 or after
 - Always maintaining a minimum balance of \$10,000 in the Scholarship Checking Account
- Establish a packet of scholarship documents which will be provided to all CTAT members through print and/or electronic means.
- Provide the information in a format to be published in the "Treasury Notes".
- Set a timeline for the completed applications to be accepted.
- Set a committee meeting time to review all presented applications and nominate the recipients.
- Announce the recipients of the scholarships at the April business meeting.

Scholarship applicants must follow the following requirements:

- Applicants must be the child, grandchild or a student under the legal guardianship of an active CTAT or CTAT Alumni member. Current Treasurer or active CTAT Alumni member.
- Applicants must be a high school senior who has met the requirements for graduation from their respective high school OR no older than age 25 at the time of application.
- Applicants must be entering freshman, continuing undergraduate or graduate students in an institution of higher education.
- Applicants may not reapply for the scholarship if they have been awarded in the past.
- Applications must contain the following:
 - High School or higher education entities transcripts.
 - Three Recommendation letters from person(s) in a position to know and communicate their academic standing.
 - A recent photograph.
 - A completed CTAT Scholarship Application.

Once the scholarship recipients are announced to the CTAT membership the following procedures shall be followed:

- The recipients will provide to the CTAT Treasurer the name and address of the business office of their chosen school.
- The CTAT Treasurer will prepare a check for the amount of the scholarship and submit it to the recipient's chosen school with a letter of introduction and explanation in regard to the scholarship and request a receipt acknowledging the payment.
- The CTAT Treasurer will record all transactions in the records of the Trust.

Adopted 9/17/25

CTAT Secretary:

